



**QUEENS' SCHOOL**

*Dare to be Great*

## **Science Technician**

### **Job Description**

<b>Post title:</b>	Science Technician
<b>Reporting to:</b>	Senior Science Technician
<b>Purpose:</b>	Preparing and promoting the development of science practical work to meet teaching, student and learning needs.
<b>Main Responsibilities:</b>	To co-ordinate the use of practical resources and facilities; Provide assistance and advice in the practical needs of the science curriculum, including liaising with teachers and support staff; Ensuring the health, welfare and safety of staff and pupils in accordance with health and safety legislation.
<b>Grade:</b>	Scale H3
<b>Hours of work:</b>	35 hrs per week, 8.15am – 4.15pm, term-time only 1hr lunch

#### **Preparing and promoting the development of science practical work to meet teaching, student and learning needs**

- Preparing apparatus and materials for the use in lessons and project work, following instructions as laid down in specifications and other relevant documentation
- Preparing special compounds, solutions, reagents and micro-biological materials for class work (including food stuff)
- To assist staff when requested with data logging experiments and the use of ICT in lessons
- Providing technical assistance to students and beginning teachers
- Constructing and developing equipment and apparatus (involving modification / manufacturing) for teaching processes
- Ensuring that the practical requirements of examinations are met, including preparing and setting up and testing materials, apparatus and equipment. Attending practical examination meetings and previews.
- Setting up, retrieving and clearing away apparatus at the beginning and end of lessons
- Ensuring that the practical requirements are met for open evenings, new intake days and Primary/Secondary links, KS3 science club and other STEM enrichment opportunities as required at each Key Stage

- To assist the senior technician in identifying equipment needs in consultation with teaching staff.
- On occasions, be prepared to cover / assist colleagues as required
- On occasions, participate on school science trips during working hours

### **Advising staff of technical requirements raised by the curriculum, ensuring the health, welfare and safety of staff and pupils in accordance with health and safety legislation**

- Responsible for maintaining and checking all hazardous chemicals including the flammable store
- Checking materials and equipment before and after class use for quantity and damage. Making repairs where required
- To move items and equipment between laboratories and prep rooms
- To follow Health and safety guidelines as laid out in the department and school policies in accordance with guidelines.
- Assist in compiling inventories of equipment and materials as required in particular with regard to COSHH / CLEAPSS regulations.
- Operate a safe and secure system for the storage and racking of equipment and materials ensuring that they are maintained in good condition and readily available for issue.
- Undertake safety checks as required and comply with the requirements of Health and Safety COSHH and other relevant legislation and school documentation and keep records of checks carried out by all staff
- Assist teaching staff with the general running of practical work sessions in a non-teaching capacity
- Clean and make safe spills, breakages and related incidents that requires careful handling.
- Ensure all laboratories are clear at the end of the school day and are prepared for lessons the next day

### **General**

- The post holder will also work as part of the school support team and is occasionally expected to provide initial cover throughout the whole non-teaching area as necessary e.g. in the case of staff sickness
- First aider
- Fire Marshall

### **Training & development of self and others**

- Keep up-to-date with curriculum developments within the areas of responsibility.
- As a lead professional set personal targets and take responsibility for your own continuous professional development.
- Ensure all new science staff receive an induction.
- Attend departmental meetings when requested by the Head of the Department.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

### OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

***In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.***

Name	Date

October 2025